



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
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DELEGATION ORDER

I, Joseph A. Giddis, as Director of the Office of State Procurement, in accordance with the authorization contained in the Arkansas Code Annotated at §19-11-218(3) do hereby authorize those state agencies with Agency Purchasing Officials, under the director and general supervision of this office, to make and enter into contracts for the procurement of recycled paper or paperboard in accordance with the following procedures:

- 1) All state agencies with Agency Purchasing Officials are delegated authority to purchase recycled paper products, excluding Amendment 54 items and items on state contract.
- 2) All purchases of recycled paper products must be made in accordance with ACA of 1987 §19-11-234, regarding competitive bidding.
- 3) Published books, manuals, maps, periodicals, technical pamphlets, textbooks and other copyrighted documents and forms, are excluded from the requirements of this order. This does not, however, include items published by a state agency.
- 4) All procurements by Agency Purchasing Officials of recycled paper products, including purchase orders issued on state contract, will be reported to the Office of State Procurement monthly. Reports will be submitted by the 10th of the following month.

This order is not intended to prohibit any agency from requesting the assistance of the Office of State Procurement in the procurement process.

This delegation order will be in effect until June 30, 2007.

STATE OF ARKANSAS, DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF STATE PROCUREMENT

A handwritten signature in cursive script, reading "Joseph A. Giddis".

JOSEPH A. GIDDIS, DIRECTOR